



Erasmus+



**Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility**

**Inter-institutional¹ agreement 2020-2023²
between
Ca' Foscari University of Venice
And
Tashkent State University of the Uzbek Language and Literature³**

[Minimum requirements]⁴

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution.

Under this 2020 3-year project, no E+ funds are available. The Institutions are free to provide grants to outgoing beneficiaries through alternative sources of funding or implement zero-grants. Number and durations specified under the present agreement represent the original project agreed-upon plan, which can be implemented during its whole period of validity.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or	Contact details ⁶ (email, phone)	Website (eg. of the course)
--	-----------------	--	--------------------------------

¹ Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

⁴ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

	city ⁵		catalogue)
Ca' Foscari University of Venice – UNIVE (Italy)	I VENEZIA01	<p>Academic Coordinator: Prof. Elisabetta Ragagnin e-mail: ragagnin@unive.it phone: +39 041 234 9512/8816</p> <p>Administrative Coordinator: Jorge Ramón Centurión – Projects Unit, e-mail: international.cooperation@unive.it phone: +39 041 234 7924</p>	<p>University website: www.unive.it,</p> <p>University website for beneficiaries going to UNIVE http://www.unive.it/pag/29332/</p> <p>Course Catalogue: http://www.unive.it/pag/10478/</p> <p>Course search : http://www.unive.it/data/9639/</p>
Alisher Navoi'i Tashkent State University of the Uzbek Language and Literature	Tashkent	<p>Academic Coordinator: Dr.Noziya Normurodova e-mail: nozliyanormurodova1@gmail.com phone:+998974030019</p> <p>Administrative Coordinator: Lukmanov Habib interdep@navoi-uni.uz phone: +998945728807</p>	<p>www.navoiy-uni.uz</p> <p>University website for beneficiaries going to TSUULL https://navoiy-uni.uz/en/site/content?slug=International-Projects</p> <p>Course Catalogue: https://navoiy-uni.uz/en/site/graduate</p>
[...]			

B. Mobility numbers⁷ per funded project

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

FROM	TO	Subject	Subject	Number of staff mobility periods
------	----	---------	---------	----------------------------------

⁶ Contact details to reach the senior officer in charge of this agreement.

⁵ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁷ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	area code * [ISCED]	area name *	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
I VENEZIA01	Tashkent	02	Arts and Humanities	3 participants * 7 days each (+ 2 travel days each) = 21 days (+6 travel days) At least 8 teaching hrs per week have to be ensured	
Tashkent	I VENEZIA01	02	Arts and Humanities	3 participants * 7 days each (+ 2 travel days each) = 21 days (+6 travel days) At least 8 teaching hrs per week have to be ensured	
Tashkent	I VENEZIA01				1 participant * 7 days (+2 travel days) – reserved to administrative staff

C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution [Erasmus code or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁸	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I VENEZIA01		Italian	English	1st, 2nd and 3rd cycle students: Mandatory B2 level of English for English-taught courses (knowledge of Italian is	Staff for teaching: Mandatory B2 level of

⁸ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

				<p>suggested);</p> <p>Mandatory B2 level of Italian for Italian-taught courses.</p> <p>Any language certificate can be accepted (check the following page for recognized certificates and correspondent levels: http://www.unive.it/pag/16406/)</p>	<p>English for teaching activity in English;</p> <p>Mandatory B2 level of Italian for teaching activity in Italian</p> <p>Staff for training:</p> <p>Mandatory B2 level of English or Italian</p> <p>(Any language certificate can be accepted)</p>
Tashkent	Humanitarian studies (Philology, History, Textology, Cross cultural studies etc.)	Uzbek	English	<p>2nd and 3rd cycle students:</p> <p>Mandatory B2 level of English for English-taught courses;</p> <p>Mandatory B1 level of Uzbek for Uzbek-taught courses.</p> <p>Any language certificate can be accepted (check the following page for recognized certificates and correspondent levels: https://navoiy-uni.uz/en/site/content?slug=How-to-APPLY%3F)</p>	<p>Staff for teaching:</p> <p>Mandatory B2 level of English for teaching activity in English;</p> <p>Mandatory B1 level of Uzbek for teaching activity in Uzbek</p> <p>Staff for training:</p> <p>Mandatory B2 level of English</p> <p>(Any language certificate can be accepted)</p>

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Additional requirements

For the implementation of the project the partners will comply with the cooperation arrangements specified in the application form which was submitted to and approved by the Italian National Erasmus+ Agency.

1. Selection processes

In order to harmonize and ensure fair and transparent selection processes, the parties agree to apply the following selection criteria and weights during the selection of applicants, as specified in the submitted and approved project:

Type of Mobility / Criteria	<i>Impact of the proposed mobility on consolidation and extension of relations between partner universities</i>	<i>Coherence of the proposed workplan with the specific country-project objectives</i>	<i>Language skills</i>	<i>Motivation</i>	<i>Previous mobility experiences (more points will be assigned to beneficiaries with more international experience)</i>
<i>Staff for Teaching / Training</i>	<i>Max. 35 points</i>	<i>Max 35 points</i>	<i>Max. 10 points</i>	<i>Max. 10 points</i>	<i>Max. 10 points</i>

2. Preparation and welcoming activities for outgoing and incoming beneficiaries

2.1 Both parties agree to provide outgoing and incoming beneficiaries with all necessary preparation and welcoming activities before and during their mobility (ex. language and cultural training, administrative and logistical support, support to the preparation of the Learning Agreement for students and the Mobility Agreement for staff, etc.);

2.2 Ca' Foscari University of Venice provides the following preparation and welcoming activities:

For outgoing beneficiaries: language courses, Buddying Programme, administrative support for visa request and Learning and Mobility Agreement preparation, support for credit recognition and grades conversion after the mobility.

For incoming beneficiaries: welcome administrative support (residency permit, university registration, housing, health assistance, public transports, etc.) and International Welcome Days; language training and support courses; social and inter-cultural activities (coffee in a foreign language, theatre and music labs, etc.); full access to Ca' Foscari University libraries, classrooms, IT rooms, canteens, students' associations, etc.; full access to cultural and leisure activities (Ca' Foscari Sports Centre, Ca' Foscari Radio, University Theatre Centre, Ca' Foscari Choir and Orchestra);

2.3 TSUULL list of preparation and welcoming activities

For incoming beneficiaries: Tashkent State University of the Uzbek Language and Literature offers Uzbek Language Course for foreign students. Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/facilities available. Please contact International Cooperation Office in order to get more information. International Welcome Days; language training and support courses; social and inter-cultural activities (tea/coffee in a foreign language, theatre and music association, etc.); full access to university libraries, classrooms, IT rooms, canteens, students' associations, etc.; full access to cultural and leisure activities.

Prep activities for outgoing students - language intensive courses, cultural programme (Uzbekistan day, several workshops and a night of cultural exchange and national cuisines of participants); administrative support (official letter) for visa request and Learning and Mobility Agreement preparation, support for credit recognition and grades conversion after the mobility. University administration takes into account and admits students' grades and they will continue their study without relearning.

3. Support for beneficiaries with disabilities

3.1 Ca' Foscari University of Venice (I VENEZIA01) provides a Service for students and staff with disabilities (<http://www.unive.it/pag/28640/>);

3.2 Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/facilities available. Please contact International Cooperation Office in order to get more information.

F. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code or city]	Autumn Term*	Spring Term*
I VENEZIA01	<p>DEADLINE FOR THE PARTNER UNIVERSITY to provide the list of selected beneficiaries: April 1st</p> <p>(for the 1st semester, starting in September and ending in January and for the whole academic year, starting in September and ending in June)</p> <p>INDIVIDUAL REGISTRATIONS BY THE SELECTED BENEFICIARIES: April 30th</p> <p>(for the 1st semester, starting in September and ending in January and for the whole academic year, starting in September and ending in June)</p>	<p>DEADLINE FOR THE PARTNER UNIVERSITY to provide the list of selected beneficiaries: October 1st</p> <p>(for the 2nd semester, starting in February and ending in June)</p> <p>INDIVIDUAL REGISTRATIONS BY THE SELECTED BENEFICIARIES: October 31st</p> <p>(for the 2nd semester, starting in February and ending in June)</p>
Tashkent	<p>DEADLINE FOR THE PARTNER UNIVERSITY to provide the list of selected beneficiaries: April 1st</p> <p>(for the 1st semester, starting in September and ending in February and for the whole academic year, starting in September and ending in June)</p> <p>INDIVIDUAL REGISTRATIONS BY THE SELECTED BENEFICIARIES: April 30th</p> <p>(for the 1st semester, starting in September and ending in January and for the whole academic year, starting in September and ending in June)</p>	<p>DEADLINE FOR THE PARTNER UNIVERSITY to provide the list of selected beneficiaries: October 1st</p> <p>(for the 2nd semester, starting in February and ending in June)</p> <p>INDIVIDUAL REGISTRATIONS BY THE SELECTED BENEFICIARIES: October 31st</p> <p>(for the 2nd semester, starting in February and ending in June)</p>

[* to be adapted in case of a trimester system]

2. Applications/information on nominated staff must reach the receiving institution by:

Receiving institution [Erasmus code or city]	Autumn term*	Spring term*
I VENEZIA01	DEADLINE FOR THE PARTNER UNIVERSITY to provide the list of selected beneficiaries: at least 3 months before the start of the mobility	DEADLINE FOR THE PARTNER UNIVERSITY to provide the list of selected beneficiaries: at least 3 months before the start of the mobility
Tashkent	DEADLINE FOR THE PARTNER UNIVERSITY to provide the list of selected beneficiaries: at least 3 months before the start of the mobility	DEADLINE FOR THE PARTNER UNIVERSITY to provide the list of selected beneficiaries: at least 3 months before the start of the mobility

3. The receiving institution will send its decision within 4 weeks.

4. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

5. Termination of the agreement

This agreement shall enter into force on the date on which the last party signs and shall remain in force until the 31st of July 2023. Mobility flows are to be intended as subject to availability of Erasmus+ International credit mobility funds.

In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. Information

1. Credit recognition

1.1 Both parties agree on a shared credit conversion table, facilitating the recognition of exams and activities carried out by the beneficiaries during their mobility (details will be finalised in an operational document);

1.2 The host university commits to provide the sending university and incoming beneficiaries all necessary information to ensure a full recognition of credits earned during their mobility (ex. number of hours and assigned credits per specific course, Transcript of Records, etc);

1.3 Ca' Foscari University of Venice applies the ECTS system for transfer and recognition of satisfactorily completed activities during a mobility for study. Additional information can be found at the following link: <http://www.unive.it/pag/12605/>;

1.4 TSUULL applies the ECTS system for transfer and recognition of satisfactorily completed activities during a mobility for study. Additional information can be found at the following link: <https://navoiy-uni.uz/en/site/graduate>

1. Grading systems of the institutions

2.1 Both parties agree on a shared grading conversion table, facilitating the interpretation of each grade awarded to students and the grade transfer by the beneficiaries' home institution (details will be finalised in an operational document);

2.2 Ca' Foscari University of Venice grading system details can be found at the following link: <http://www.unive.it/pag/12605/>.

Ca' Foscari University of Venice statistical distribution of grades and grading conversion tables can be found at the following link:
<http://www.unive.it/pag/12605/>

2.3 TSUULL grading system

LOCAL GRADING	EQUIVALENT ECTS GRADING
5 baho	A, B Excellent, very good An excellent (5) grade is assigned to the student who thoroughly knows the entire subject matter in all of its inherent relationships and is able to independently apply his/her knowledge with absolute certainty;
4 baho	C Good A good (4) grade is assigned to the student who thoroughly knows the entire subject matter of the course and can safely apply its content;
3 baho	D Satisfactory A satisfactory (3) grade is assigned to the student who knows significant portions of the subject matter of the course and is able to apply them with suitable safety;
2 baho	E Pass/Sufficient A pass (2) grade is assigned to the student who knows the significant parts of the course on a satisfactory level and is

	able to demonstrate an acceptable level of familiarity in the application of the content of the course;
1 baho	F, FX Fail A fail (1) grade is assigned to the student who does not command sufficient knowledge and demonstrate skill in applying the practices of his/her chosen field.
	DNA Did not attend I Incomplete S Signed R Refused

TSUULL statistical distribution of grades and grading conversion tables can be found at the following link: <https://navoiy-uni.uz/en/site/graduate>

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
I VENEZIA01	International Office - Welcome Unit phone: +39 041 234 7013 e-mail: incoming.mobility@unive.it	http://www.unive.it/pag/12525/
Tashkent	International office Phone: +998945728807 e-mail: interdep@navoiy-uni.uz	https://navoiy-uni.uz/en/site/content?slug=VISA-APPLY

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code or	Contact details (email, phone)	Website for information
--	--	--------------------------------

city]		
I VENEZIAO 1	International Office - Welcome Unit phone: +39 041 234 7013 e-mail: incoming.mobility@unive.it	https://www.unive.it/pag/fileadmin/user_upload/in_glese/international/doc/incoming/incoming_ENG.pdf
Tashkent	International office Phone: +998945728807 e-mail: interdep@navoiy-uni.uz	https://navoiy-uni.uz/en/site/content?slug=VISA-APPLY



4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.


Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
I VENEZIAO1	Housing Office, phone: 0039 041 234 8200 e-mail: housing@unive.it fax: +39 041 234 8202	http://www.unive.it/pag/19768/
Tashkent	International office Phone: +998945728807 e-mail: interdep@navoiy-uni.uz	https://navoiy-uni.uz/en/site/content?slug=VISA-APPLY

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁹
I VENEZIAO1	Dr Francesca Magni, head of the Educational Programmes and Student Services Area, on behalf of Prof. Tiziana Lippiello, Rector	July 13th 2021	 

⁹ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

Tashkent	Prof. Shuhrat Sirojiddinov, Rector	July 15th 2021	
----------	------------------------------------	----------------------	---

